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*no*

22 MAR 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Reproduction of Receiving Reports by  
          ZEROX Methods

1. At the request of representatives of the Management Staff, a meeting was held in the Office of the Chief, Technical Accounting Staff, on 14 March 1961, to discuss methods of preparing "receiving reports" by means of ZEROX machine processes. The following personnel attended the meeting:

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Mrs.		Management Staff
Mr.		Management Staff
Mr.		TAS/Comptroller
Mr.		TAS/Comptroller
Mr.		Finance/Comptroller
Miss		Fiscal/Comptroller

2. The procedure suggested was to reproduce the third copy of the purchase document, using a template for receiving data when necessary, for each delivery against the order or contract, and indicate on the reproduced copy the materiel or services rendered, with appropriate signature. By this means the reproduced copy becomes the original copy of the "receiving report" which in turn can be reproduced in as many copies as required. The third copy of the purchase document would then be replaced in the file pending future deliveries or processing as a completed transaction.

3. All parties agreed that the suggested procedure could be adopted and that the receiving reports prepared in the above described manner would satisfy certification requirements.

4. This subject was discussed with Chief, ICAD who indicated acceptance to the proposal; however, he suggested that the original ZEROX copy used as

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the receiving report be rubber stamped to identify it as the "Comptroller Office Copy" to assure this Office's receiving the authentic copy for use in supporting payments and to preclude the possibility of duplicate payments. Adoption of this suggestion has been held in abeyance pending further study by the Office of Management and the Office of Logistics.

  
Deputy Chief,  
Technical Accounting Staff

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cc:

- 1 - Finance
- 1 - Management
- 1 - Fiscal
- 1 - ICAD
- 1 - Logistics, Supply Division
- 3 - TAS Files

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TAS/:vj (21 March 1961)

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